



FIRST CLASS CITY
FIRST CLASS SERVICE

ROCHESTER

— Minnesota —

BUILDING SAFETY DEPARTMENT

2122 Campus Drive SE Suite 300 Rochester, MN 55904

Phone: 507-328-2600 Fax: 507-328-2601

Office Hours: Monday – Friday 8 am – 5 pm

www.rochestermn.gov/BuildingSafety

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REQUEST FOR AN EXTENSION OF A CORRECTION ORDER

This worksheet is designed to help you request a temporary extension for completion of a correction order. It outlines the information that is required to assess your request for an extension. You may use this form or provide your own letter incorporating the same information. The following information should be included:

Owner of the rental property _____

Address _____

City/State/Zip _____

Contact phone number _____

Email address _____

Address of the rental property: _____

Type of unit (i.e. single family dwelling, duplex, apt. building) _____

Type of construction (i.e. wood frame, masonry) _____

Reason for extension: (Attach a separate sheet if required.)

Completion date: _____

I understand and agree that this correction(s) must be completed by the above completion date. I must schedule a re-inspection on or before that date and obtain the required building permit if required for its completion. If I do not fulfill the terms of this extension agreement, I understand this code violation will be referred to the City Attorney for legal action.

Signature _____ Date _____

Please attach any contracts or work orders that will indicate when the correction (s) will be completed. A building permit may be required for the completion of this correction. Please return this signed form to Building Safety.